

EH Training Calendar April 2000

Click On: Event for details / Small Calendars for months
Information Technology Training (ITT) Courses ~
Click Here for: FORS / GTN

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 EEO Diversity Stand Down	6	7
		Evaluating Your IRA Options		
		Contract Admin for Technical Personnel (000058)		
		Changing Diminsions of DOE (000089)		
10 Bldgs. for the 21st Century Lecture Series	11 Legal Services Workshop Proofreading (#000312)	12 Untangling Your Notes Workshops for Secreta...	13 Legal Services Workshop	14
		Intro to Emergency Exercise Control (ITV)		
		Designing, Writing &Measuring Perf. Objectives (000055)		
17	18 Crisis Mgmt for Sr Officials (ITV)	19	20 Untangling Your Notes	21
		Workshops for Secretaries Week/Month		
24	25	26 BUD123-Life Cycle Cost Estimating (000281)	27	28
		Workshops for Secretaries Week/Month		
		Conterproliferation Awareness (000170)		
<div> <div> March S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> <div> May S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> </div>				

Last updated on 04/07/2000

EH Training Calendar May 2000

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Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4 <div>Executive Core Quali- fication (ECQs) Briefing</div>	5
	Workshops for Secretaries Week/Month			
8	9	10	11	12
		Workshops for Secretaries Week/Month		
	Effective Writing (000028)			
DOE Facilities Maintenance Mgmt (PMCE06/c000082)				
RAD130-Radiological Accident Command, control &Coordination (000171)				
15	16	17	18	19
	Workshops for Secre...		Workshops for Secretar...	
22	23	24	25	26
29 <div>Holiday</div>	30	31		

Last updated on 04/07/2000

EH Training Calendar June 2000

*Click On: Event for details / Small Calendars for months
Information Technology Training (ITT) Courses ~
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EH Training Calendar July 2000

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Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Holiday	5	6	7
10	11	12	13	14
17	18	19	20 Executive Core Quali- fication (ECQs) Briefing	21
24	25	26	27	28
31	<div> <div> June S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </div> <div> August S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> </div>			

Last updated on 04/06/2000

EH Training Calendar August 2000

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Last updated on 04/06/2000

Information Technology Training Q3 FY 2000 Schedule: FORRESTAL

To Register call your Federal Training POC
Except DOE-Wide Application Systems

<u>MS OUTLOOK 98</u> Outlook 98 E-Mail CHRIS#: 000090 (½ Day) AM Only April 10 GE-017 May 18 GE-017 June 12 GE-017 Prereq: Transitioning to Windows 95	<u>GRAPHICS</u> Microsoft PowerPoint 97 CHRIS#: 000013 (1 Day) April 10 GE-016 April 19 GE-009 April 27 GE-016 May 10 GE-016 June 1 GE-016 June 21 GE-016 Prereq: Transitioning to Windows 95	<u>SPREADSHEETS</u> Microsoft Excel 97 Worksheets CHRIS#: 000009 (1 Day) April 5 GE-017 April 18 GE-009 April 24 GE-016 May 18 GE-016 June 8 GE-016 June 22 GE-016 Prereq: Transitioning to Windows 95	<u>VOICE MAIL</u> Voice Mail CHRIS#: 000017 (1 Hour) April 13 GE-009 April 27 GE-009 May 11 GE-009 May 25 GE-009 June 8 GE-009 June 22 GE-009 Prereq: None
Outlook 98 Calendar CHRIS#: 000012 (½ Day) PM Only April 10 GE-017 May 18 GE-017 June 12 GE-017 Prereq: Transitioning to Windows 95	<u>DATABASE</u> Microsoft Access 97 Level 1 CHRIS#: 000003 (1 Day) April 18 GE-016 May 3 GE-016 May 17 GE-016 May 31 GE-016 June 14 GE-016 Prereq: Transitioning to Windows 95	Microsoft Excel 97 Charting & Organizing Data CHRIS#: 000008 (1 Day) April 25 GE-016 May 23 GE-016 June 26 GE-016 Prereq: Microsoft Excel 97 Worksheets	<u>WORD PROCESSING</u> Transitioning to Microsoft Word 97 from WordPerfect 8 CHRIS#: 000324 (½ Day) AM or PM May 11 GE-017 June 1 GE-017 June 19 GE-016 Prereq: Transitioning to Windows 95
Outlook 98 Adv. Workshop 1 CHRIS#: 000325 (½ Day) AM Only April 26 GE-017 May 16 GE-017 June 13 GE-017 Prereq: Transitioning to Windows 95	Microsoft Access 97 Level 2 CHRIS#: 000005 (1 Day) May 15 GE-017 June 7 GE-017 Prereq: Microsoft Access 97 Level 1	Microsoft Excel 97 Advanced CHRIS#: 000007 (1 Day) May 11 GE-016 June 29 GE-016 Prereq: Microsoft Excel 97 Worksheets	Microsoft Word 97 Level 1 CHRIS#: 000025 (1 Day) April 5 GE-016 April 26 GE-016 May 16 GE-016 June 5 GE-016 June 22 GE-017 Prereq: Transitioning to Windows 95
Outlook 98 Adv. Workshop 2 CHRIS#: 000326 (½ Day) PM Only April 26 GE-017 May 16 GE-017 June 13 GE-017 Prereq: Transitioning to Windows 95	Microsoft Access 97 Advanced CHRIS#: 000002 (1 Day) May 1 GE-016 June 20 GE-016 Prereq: Microsoft Access 97 Level 1 and Access 97 Level 2	<u>TRAVEL MANAGER</u> Travel Manager 7.0 New Users CHRIS#: 0000015(1 Day) April 20 GE-009 May 18 GE-009 June 14 GE-009 Prereq: Transitioning to Windows 95	Microsoft Word 97 Level 2 CHRIS#: 000026 (1 Day) April 25 GE-009 May 17 GE-017 June 13 GE-016 Prereq: Word 97 Level 1
<u>WINDOWS DESKTOP</u> Transitioning to Win '95 CHRIS#: 000020 (½ Day) AM Only April 13 GE-009 May 11 GE-009 June 8 GE-009 Prereq: None	<u>INTERNET</u> Netscape Communicator 4 CHRIS#: 000010 (½ Day) AM Only April 27 GE-009 May 25 GE-009 June 22 GE-009 Prereq: Transitioning to Windows 95	Transitioning to Travel Manager 7.0 CHRIS#: 000016 (½ Day) AM or PM May 9 GE-009 June 1 GE-009 June 20 GE-009 Prereq: Knowledge of Travel Manager 5 Software	Microsoft Word 97 Advanced CHRIS#: 000023 (1 Day) April 11 GE-016 May 2 GE-016 June 6 GE-016 Prereqs: Word 97 Level 1, or Transitioning to Word 97, and Word 97 Level 2
<u>PROJECT MANAGEMENT</u> Microsoft Project 98 CHRIS#: 000014 (2 Days) May 2-3 GE-009 May 30-31 GE-009 Prereq: Transitioning to Windows 95	Web Page Design Using MS Word & PowerPoint CHRIS#: 000018 (1Day) April 19 GE-017 May 8 GE-017 June 15 GE-017 Prereqs: Internet Training, PowerPoint 97 and Word 97 experience	Travel Manager 7.0 Electronic Signatures CHRIS#: 000323 (1 Hour: 2:30 - 3:30) April 13 GE-009 May 11 GE-009 June 8 GE-009 Prereq: None	ITT Class Times & Costs 1 Hour: 1:00 - 2:00 (\$35) 2:30 - 3:30 (\$35) ½ Day: 9:30 - 12:00 (\$65) 1:00 - 3:30 (\$65) 1 Day: 9:30 - 3:30 (\$125) 2Days: 9:30 - 3:30 (\$250)
<u>COMPUTER-BASED TRAINING</u> Windows '95 Windows NT 4.0 Lotus Notes 4 Access 97 Excel 97 Power Point 97 Word 97 Internet for Users Computer-based training (CBT) is a LAN-based tutorial study method. Students have access to the CBT LAN for 30 calendar days, and must be able to access the DOE Wide-Area Network (WAN). Cost is \$30 per title per 30 day period.		DOE-Wide Application Foreign Travel Management System (FTMS) April 12-14 GE-016 April 19-21 GE-016 To Register: E-mail to FTMS@HQ.DOE.GOV	DOE-Wide Application Financial Data Warehouse (FDW) May 9 GE-017 To Register: E-mail to FDW

Information Technology Training Q3 FY 2000 Schedule: GERMANTOWN

To Register call your Federal Training POC

Except DOE-Wide Application Systems

<u>MS OUTLOOK 98</u> Outlook 98 E-Mail CHRIS#: 000090 (½ Day) AM Only April 13 C-059 May 3 C-059 June 8 C-059 Prereq: Transitioning to Windows 95	<u>GRAPHICS</u> Microsoft PowerPoint 97 CHRIS#: 000013 (1 Day) April 20 G-040 May 15 G-040 May 22 G-040 June 6 G-040 June 26 G-040 Prereq: Transitioning to Windows 95	<u>SPREADSHEETS</u> Microsoft Excel 97 Worksheets CHRIS#: 000009 (1 Day) April 12 G-042 April 25 G-042 May 10 G-042 June 1 G-042 June 21 G-042 Prereq: Transitioning to Windows 95	<u>VOICE MAIL</u> Voice Mail CHRIS#: 000017 (1 Hour) April 12 C-059 April 26 C-059 May 10 C-059 May 24 C-059 June 7 C-059 June 21 C-059 Prereq: None
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DOE-Wide Application Foreign Travel Management System (FTMS) May 2-4 G-040 To Register: E-mail to FTMS@HQ.DOE.GOV		DOE-Wide Application Financial Data Warehouse (FDW) April 4 F-017 June 7 F-017 To Register: E-mail to FDW	

EVALUATING YOUR IRA OPTIONS

April 5, 2000; 12:00 p.m. to 1:00 p.m.; Room GH-027, Forrestal

April 6, 2000; 12:30 p.m. to 1:30 p.m.; Room E-401, Germantown

This informational workshop will focus on the following topics:

1) *Why an IRA? Changes in IRA Legislation:*

- New legislation brings IRA's to forefront
- Learn more about: Roth IRA's
 Educational IRA's
- The Need - Longevity

2) *Why an IRA? Life is getting more expensive!*

3) *Traditional IRA: Who Can Contribute?*

- Learn about Tax Advantages
- Uses of the Traditional IRA

4) *Roth IRA: Who Can Contribute?*

- Tax Advantages
- Uses of the Traditional IRA

5) *Educational IRA: Who Can Contribute?*

- Tax Advantages
- Uses of the Educational IRA

6) *Traditional IRA Rollover:*

- Conversion to Roth IRA
- How to get started?

To enroll, please contact the Forrestal Career Management Resource Center on (202) 586-2452, or the Germantown Career Management Resource Center on (301) 903-0409, to reserve a seat for this informational workshop.

BUILDINGS FOR THE 21st CENTURY LECTURE SERIES

Date & Time: Monday, April 10, 2000 12:30 - 1:30 p.m.

Location: The National Building Museum, 401 F Street NW
(Judiciary Square Metro station).

Title: Transforming the Consumer Market Through Energy
Efficient Products

Speaker: Bill Prindle, Director of the Alliance to Save Energy's Buildings and Utilities Programs, will present an overview and case studies of how public-private partnerships are improving building energy efficiency by advancing the sale and use of high efficiency products such as appliances, windows, and heating and cooling systems.

Information on the lecture series and DOE's programs on energy efficient building research, design, and deployment, is posted on the BTS web site at: <http://www.eren.doe.gov/buildings>

Or, you may call 1-800-363-3732. For more information on the National Building Museum, please see <http://www.nbm.org>, or call 202-272-2448. To add someone to the lecture series mailing list, contact Jim Fremont in EE-42, 586-5735.

**CAREER MANAGEMENT RESOURCE CENTER PRESENTS
WORKSHOPS FOR SECRETARIES WEEK/MONTH**

TO ENROLL, PLEASE CONTACT THE FORRESTAL CAREER MANAGEMENT RESOURCE CENTER ON (202) 586-2452, OR THE GERMANTOWN CAREER MANAGEMENT RESOURCE CENTER ON (301) 903-0409, TO RESERVE A SEAT FOR THESE INFORMATIONAL AND INTERACTIVE WORKSHOPS.

DATE	EVENT	TIME	LOCATION	BUILDING
April 12, 2000	Untangling Your Nots	12:30 p.m. to 1:30 p.m.	Room E-401	GTN
April 18, 2000	Choosing a Career	12:00 p.m. to 3:00 p.m.	Room E-301	GTN
April 19, 2000	Choosing a Career	12:00 p.m. to 3:00 p.m.	Room GH-035	FORS
April 19, 2000	Making a Life While Making a Living	1:00 p.m. to 3:00 p.m.	Room GH-027 / Room E-301	FORS / GTN
April 20, 2000	Untangling Your Nots	12:30 p.m. to 1:30 p.m.	Room GH-035	FORS
April 25, 2000	Career Empowerment Seminar	12:00 p.m. to 1:15 p.m.	Room E-301	GTN
April 26, 2000	Women & Investing	12:00 p.m. to 1:00 p.m.	Room GH-027	FORS
April 26, 2000	Overcoming Overload: Strategies for Staying on Top	1:00 p.m. to 3:00 p.m.	Room 2E-081 / Room E-301	FORS / GTN
April 27, 2000	Women & Investing	12:30 p.m. to 1:30 p.m.	Room E-401	GTN
April 27, 2000	Career Empowerment Seminar	12:00 p.m. to 1:15 p.m.	Room GH-035	FORS
May 2, 2000	Successful Office Management	12:00 p.m. to 2:00 p.m.	Room E-301	GTN
May 3, 2000	Successful Office Management	12:00 p.m. to 2:00 p.m.	Room GH-035	FORS
May 3, 2000	Since Strangling Isn't an Option (Managing Difficult People)	1:00 p.m. to 3:00 p.m.	Room 2E-081 / Room E-301	FORS / GTN
May 10, 2000	Degree Planning	12:30 p.m. to 1:45 p.m.	Room E-401	GTN
May 11, 2000	Degree Planning	12:00 p.m. to 1:15 p.m.	Room GH-035	FORS
May 16, 2000	Achieving Self Empowerment	12:00 p.m. to 3:00 p.m.	Room E-301	GTN
May 18, 2000	Achieving Self Empowerment	12:00 p.m. to 3:00 p.m.	Room GH-035	FORS
June 7, 2000	Women in Management - Breaking the Glass Ceiling - Real Women, Real Issues	1:00 p.m. to 3:00 p.m.	Room 2E-081 / Room E-301	FORS / GTN

"Introduction to Emergency Exercise Control"

Interactive Television Broadcast

Forrestal 6A-092, and Germantown, Room C-333.

April 11-12, 2000, 10:00 AM - 2:00 PM (Mountain) and 12:00 Noon - 4:00 PM (Eastern).

The Department of Energy, Emergency Operations Office, SO-40 presents an interactive television broadcast, "Introduction to Emergency Exercise Control" hosted by the Emergency Operations Training Academy on Location of Headquarters.

Field participants please contact your local field contact.

This course is tailored for DOE and supporting personnel who have responsibilities but little or no experience as exercise controllers. For more information and registration, see web site: <http://www.nnsi.doe.gov>

Headquarters point of contact: Chuck Heubusch at (301) 903-5439.

Senior Executive Services Briefings

The Office of Personnel Management (OPM) has announced special briefings on the Executive Core Qualification (ECQs) for the Senior Executive Service (SES). These briefings are being offered **at no cost** and provide practical guidance on:

- Why the ECQs are important to building a quality SES
- How the SES selection process works
- Effective career planning strategies
- Tips for completing a quality application
- How to market yourself for the SES

Scheduled Dates:

March 16, 2000
July 20, 2000

May 4, 2000
September 21, 2000

Location:

Alan K. Campbell Auditorium of the Office of Personnel Management
1900 E Street, NW Washington, DC

OPM is located seven blocks south of the Farragut West Metro Station

Time: 9:00a - 12:00 Noon

Targeted Audience: **GS-14/15 or equivalent who aspire to a career in the SES**

To register, contact your Training Coordinator:

Loretta Young, EH-1
Judy Keating, EH-3
Patricia Davidson, EH-5
Marsha Lawn, EH-6
Mike Mikolanis, EH-9

Steve Petersen, EH-2
Barbara Grimm-Crawford, EH-4
Gina Simpson, EH-5
Donna Chapman-Turner, EH-7
Sue Petersen, EH-10

CAREER MANAGEMENT RESOURCE CENTERS INFORMATIONAL WORKSHOPS

LEGAL SERVICES

April 11, 2000; 12:30 p.m. to 1:30 p.m.; Room E-401, Germantown

April 13, 2000; 12:30 p.m. to 1:30 p.m.; Room 5A-092, Forrestal

PROTECTION.....SECURITY.....PEACE OF MIND

Why do you need Legal Services?

There is far too much law for those who can afford it and far too little for those who cannot. No one can be satisfied with this state of affairs. The cost of hiring a lawyer and the mysteries of the legal process discourage most people of modest means from trying to enforce their rights.

This informative workshop will focus on:

- Attorney Letters and Phone Calls on Your Behalf
- Document Reviews
- Moving Traffic Tickets
- Trial Defense
- IRS Audits
- Divorce & Child Custody
- Bankruptcy
- Wills

Statistics show that one out of every two Americans will need the advice of a lawyer in the next 12 months.

In the next 12 months, the odds are greater that you will be in court than in the hospital.

To enroll, please contact the Germantown Career Management Resource Center on (301) 903-0409, or the Forrestal Career Management Resource Center on (202) 586-2452, to reserve a seat for this informational workshop.

Course schedules and descriptions are online at: <http://www.hr.doe.gov/pers/cmrc.htm>

Employees can now e-mail the Career Management Resource Center at Career.Center@hq.doe.gov (“Career Center” on Microsoft Outlook Global List) with topics for informational workshops or anything else you would like to see the Career Center do.

Effective immediately, the restriction of the Career Management Resource Center being closed on Fridays has been lifted. The hours of operation is Monday through Friday from 8:30 a.m. to 5:00 p.m.

UNTANGLING YOUR NOTS

April 12, 2000; 12:30 p.m. to 1:30 p.m.; Room E-401, Germantown

April 20, 2000; 12:30 p.m. to 1:30 p.m.; Room GH-035, Forrestal

Life is a tangle of opportunities taken and those missed. It is a collection of experiences that shape our perspectives and perceptions and set in place belief systems and behaviors. It is a long journey, where sometimes we find ourselves lost, confused, and feeling tied up in knots. In examination, we discover that who we are is not who we perceive ourselves to be at any moment in time. We find that the words we choose, the language we use shapes our immediate experience of reality. We may find ourselves immobilized or unable to feel the joy, passion, productivity, peace of mind, and self worth we desire. We may find that we try harder, but nothing changes. We encounter ourselves mired in our own NOTS, -- I am not okay, I am not enough, I am not...As we learn to untangle our NOTS, we begin the realization of our own true nature and can commence to fully explore our strengths, talents, and personal needs and direct our own course with intuition and vision, and produce in our lives what we desire.

This informative workshop will focus on:

Untangling Your Basic Nots – Rediscovering the Real You

- | | |
|----------------------------|--------------------------------|
| – Revealing Your True Self | – Self-Mastery |
| – What’s Important | – Awareness |
| – Responsibility | – Choices |
| – Judgment | – Balance |
| – Infinite Possibilities | – Reaching Your Full Potential |

Untangling Your Reality Nots – Realizing What You Want

- | | |
|------------------------|----------------------------|
| – Finding Your Calling | – Personal Values |
| – Motivation | – Focus |
| – Striving for Success | – Exploring Career Options |

Untangling Your Job Worth Nots – Job Seeking Challenges and Opportunities

- | | |
|----------------------------|------------------------|
| – Finding a Job | – Work Your Plan |
| – Research | – Be Informed |
| – Job Security | – Before the Interview |
| – Interviewing for Success | – After the Interview |
| – Getting the Offer | – What About Pay? |

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"Crisis Management for Senior Officials Briefing"

Interactive Television Broadcast

April 18, 2000

10:00 AM - 2:00 PM (Mountain) and 12:00 Noon - 4:00 PM (Eastern)

Location of Headquarters broadcast:

Forrestal - 6A-092 Germantown - Room C-333.

The Department of Energy, Emergency Operations Office, SO-40 presents an interactive television broadcast, "Crisis Management for Senior Officials Briefing" hosted by the Emergency Operations Training Academy. Field participants please contact your local field contact.

This course is intended for DOE and supporting contractor managers (mid-level and senior) who function as crisis managers and strategic decision makers during emergencies. For more information and registration, see web site: <http://www.nnsi.doe.gov>

Headquarters point of contact: Chuck Heubusch at (301)903-5439.